

2. Approval of Out-of-State Travel Requests



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 10

DATE: 07/16/2024

SUBJECT: **APPROVAL OF OUT-OF-STATE TRAVEL REQUESTS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve the following out-of-state travel requests.

BACKGROUND

County Criminal Court No. 7

The National Association of Blacks in Criminal Justice (NABCJ) Annual Conference and Training institute, July 26 – August 1, 2024, New Orleans, Louisiana, for Georgia Hayes, \$1,978.95

The attendee will participate in NABCJ National Election as a Nominations Committee member. In addition, the attendee will complete required training hours and gain insight into best practices.

Elections Administration

Election Center 39th Annual National Conference, September 6-12, 2024, Detroit, Michigan, for Troy Havard, Patricia Benavides, Graise Alvarado, and Elizabeth Dipaolo, \$10,421.50

Attendees will receive valuable updates on legislation, regulations, court decisions and Justice Department rulings that impact voter registration and election administration. The information provided will aid in understanding how to conduct these processes in compliance with the latest developments.

Human Resources

NEOGOV Ignite Conference 2024, September 30 – October 3, 2024, Las Vegas, Nevada, for Rochelle Neal, \$2,529.82

This conference brings together public safety professionals to provide informative training and knowledge through expert leadership. Ignite provides sessions to improve human resources best practices, equipping attendees with the tools to effectively use NEOGOV products in support of Tarrant County's objectives.

SUBMITTED BY: Administrator's Office

PREPARED BY: Desirae S. Arebalo
APPROVED BY:



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 07/16/2024 PAGE 2 OF 10

Sheriff's Office

High Intensity Drug Trafficking Area Executive Board Retreat, September 3-6, 2024, Durant, Oklahoma, for Calvin Bond, \$706.79

The attendee was elected by the Texoma High Intensity Drug Trafficking Area (HIDTA) Executive Board to serve as the Executive Board Vice Chairman. Once a year, an Executive Board Retreat is hosted where new law enforcement initiatives are presented and voted on for approval and funding. The Sheriff's Office is requesting approval for the attendee to use one (1) County Vehicle to travel to and from Durant, Oklahoma.

FISCAL IMPACT

County Criminal Courts 7	588261/10000-2024/4220700000 = \$1,978.95
Election's Administration	588261/10000-2024/1420000000 = \$10,421.50
Human Resources	588261/10000-2024/1820100000 = \$2,529.82
Sheriff's Office	588291/10000-2024/2110010000 = \$706.79



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
TARRANT COUNTY CRIMINAL COURT 7		GEORGIA HAYNES			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
NATIONAL ASSOCIATION OF BLACKS IN CRIMINAL JUSTICE ANNUAL CONFERENCE AND TRAINING INSTITUTE					
Destination: New Orleans, Louisiana		Departure: 7/26/24		Return: 8/1/24	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 143.00		7/26/24 - 8/1/24			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
The attendee will participate in NABCI National Election as a Nominations Committee member. In addition, the attendee will complete required training hours and gain insight into best practices.					
The attendee is request reimbursement at the GSA nightly lodging rate.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	GEORGIA HAYNES	\$ 143.00	6	7/26/24 - 8/1/24	\$858.00
				-	
				-	
				-	
Total Cost for Lodging for the Trip					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:					\$ 500.00
Transportation:	FLIGHT				\$ 213.95
Other (specify):	Per Diem				\$ 407.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$1,978.95
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588261/10000-2024/4220700000					

Requested By: Georgia Haynes Department Head/Elected Official: Eric Star

Your search for new orleans, Louisiana (Orleans / Jefferson Parishes including New Orleans)

Estimated per diem total: \$1339 (Max lodging total + M&IE total)

Lodging breakdown: July 26, 2024 - August 01, 2024

Date	Daily Rate	# of Nights	Total
July	\$143	6	\$858
August	\$143	0	\$0

Max lodging total: **\$858**

Meals & incidental expenses breakdown: July 26, 2024 - August 01, 2024

Days, Month	Daily Rate	# of Days	Total
First day (07/26/24)*	\$55.50	1	\$55.50
Full day (Jul)	\$74	5	\$370
Last day (08/01/24)*	\$55.50	1	\$55.50

*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$481**



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
ELECTIONS ADMINISTRATION		Troy Havard, Patricia Benavides, Graise Alvarado, and Elizabeth Dipaolo			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
39TH NATIONAL CONFERENCE					
Destination: DETROIT, MI		Departure: 9/6/24		Return: 9/12/24	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 145.00		9/6/24 - 9/12/24			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
The conference is related to government and elections. Updates to state, city, and other elections and voter registration officials regarding legislation, regulations, court decisions, and Justice Department rulings which affect the conduct of voter registration or elections administration.					
The per night lodging rate before taxes and fees is \$143.42.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	TROY HAVARD	\$ 161.90	6	9/6/24 - 9/12/24	\$ 971.40
	PATRICIA BENAVIDES	\$ 161.90	6	9/6/02 - 9/12/24	\$ 971.40
	GRASIE ALVARAD	\$ 161.90	6	9/6/02 - 9/12/24	\$ 971.40
	ELIZABETH DIPAOLLO	\$ 161.90	6	9/6/02 - 9/12/24	\$ 971.40
Total Cost for Lodging for the Trip					\$3,885.60
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	Conference				\$ 2,316.00
Transportation:	Flight & Car Rental				\$2,555.90
Other (specify):	Per-Diem				\$1,664.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$10,421.50
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
General Fund: 588261-10000-2024-1420000000					

Requested By:  Department Head/Elected Official: 

RV 02/21/2024

Your search for Detroit, Michigan (Wayne including Detroit)

Estimated per diem total: \$1286 (Max lodging total + M&IE total)

Lodging breakdown: September 06, 2024 - September 12, 2024

Date	Daily Rate	# of Nights	Total
September	\$145	6	\$870

Max lodging total: **\$870**

Meals & incidental expenses breakdown: September 06, 2024 - September 12, 2024

Days, Month	Daily Rate	# of Days	Total
First day (09/06/24)*	\$48	1	\$48
Full day (Sep)	\$64	5	\$320
Last day (09/12/24)*	\$48	1	\$48

*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$416**



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
Human Resources		Rochelle Neal			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
NEOGOV Ignite Conference 2024					
Destination: Las Vegas, Nevada		Departure: 9/30/24	Return: 10/3/24		
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$152.00		9/30/24 - 10/3/24			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
<p>This conference brings together public safety professionals to provide informative training and knowledge through expert leadership. Ignite provides sessions to improve human resources best practices, equipping attendees with the tools to effectively use NEOGOV products in support of Tarrant County's objectives.</p> <p>The per night lodging cost before taxes and fees is \$159.00. The attendee is requesting to stay at the host hotel, to reduce any additional transportation costs.</p>					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Rochelle Neal	\$ 205.27	3	9/30/24 - 10/3/24	\$ 615.82
				-	
				-	
				-	
Total Cost for Lodging for the Trip					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	\$1,225.00				\$1,225.00
Transportation:	Air Travel Estimate \$481, \$100 Airport Transportation				\$ 581.00
Other (specify):	Meals (Dinner \$31 x 3 = \$93; Incidentals \$5 x 3 = \$15)				\$ 108.00
TOTAL FOR ALL TRAVEL EXPENDITURES					\$ 2,529.82
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
1820100000 / 588261 / 10000-2024					

Requested By: Rochelle Neal Department Head/Elected Official: Anna Glenn

Your search for Las Vegas, Nevada (Clark including Las Vegas)

Estimated per diem total: \$255.50 (Max lodging total + M&IE total)

Lodging breakdown: September 29, 2024 - September 30, 2024

Date	Daily Rate	# of Nights	Total
September	\$152	1	\$152

Max lodging total: **\$152**

Meals & incidental expenses breakdown: September 29, 2024 - September 30, 2024

Days, Month	Daily Rate	# of Days	Total
First day (09/29/24)*	\$51.75	1	\$51.75
Last day (09/30/24)*	\$51.75	1	\$51.75

*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$103.50**



TARRANT COUNTY TRAVEL REQUEST

DEPARTMENT		NAME (If applicable, list additional names)			
Tarrant County Sheriff Office		Calvin Bond			
CONFERENCE NAME (Acronyms should not be used. Please provide the full name of the conference/seminar.)					
High Intensity Drug Trafficking Area Executive Board Retreat					
Destination: Durant, Oklahoma		Departure: 9/3/24		Return: 9/6/24	
GSA RATE (Additional line provided if travel occurs over a two-month period.)					
GSA Lodging Rate		Date Range for GSA Lodging Rate			
\$ 107.00		9/3/24 - 9/6/24			
RATIONALE (Describe how the trip benefits Tarrant County and provide a rationale if lodging cost is over the GSA rate.)					
Tarrant County Sheriff's Office Senior Chief Deputy Calvin Bond was recently elected by the Texoma High Intensity Drug Trafficking Area (HIDTA) Executive Board to serve as the Executive Board Vice Chairman. As a member of the Executive Board, Chief Deputy Bond represents Tarrant County and the Sheriff's Office in the operation of the organization. Once a year an Executive Board Retreat is hosted where new law enforcement initiatives are presented and voted on for approval and funding. There will be no registration fee to attend the following. Lodging is 107.00 a night prior to taxes. Also requesting to drive a County Vehicle.					
TRAVEL EXPENDITURES					
Category:	Attendee(s) Name(s):	Cost Per Night, Per Attendee:	# of Days:	Date Range:	Total Lodging Cost Per Attendee:
Lodging	Calvin Bond	\$ 133.43	4	9/3/24 - 9/6/24	\$ 400.29
				-	
				-	
				-	
				-	
Total Cost for Lodging for the Trip					
Category:	Additional Details (ex: if the cost per attendee differs.)				Total Cost:
Registration:	\$00.00				\$ 0.00
Transportation:	\$100.00 fuel				\$ 100.00
Other (specify):	\$206.50 meal per diem				\$ 206.50
TOTAL FOR ALL TRAVEL EXPENDITURES					\$ 706.79
ACCOUNT CODING (Please include all Account Coding and the respective amount coming from each account.)					
588291-10000-2024-2110010000					

Requested By:

Department Head/Elected Official:

6-25-24

RV 02/21/2024

Your search for Durant, Oklahoma (including Standard Rate)

Estimated per diem total: \$527.50 (Max lodging total + M&IE total)

Lodging breakdown: September 03, 2024 - September 06, 2024

Date	Daily Rate	# of Nights	Total
September	\$107	3	\$321

Max lodging total: \$321

Meals & incidental expenses breakdown: September 03, 2024 - September 06, 2024

Days, Month	Daily Rate	# of Days	Total
First day (09/03/24)*	\$44.25	1	\$44.25
Full day (Sep)	\$59	2	\$118
Last day (09/06/24)*	\$44.25	1	\$44.25

*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$206.50**